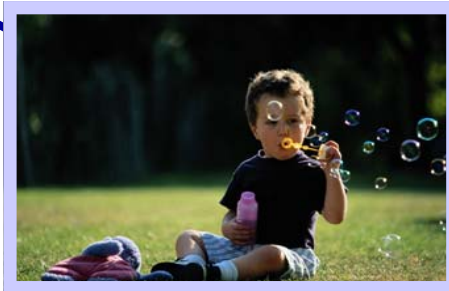


The City of Carlsbad

Invites Applications for:



RECREATION SUPERVISOR

**\$3,849—\$4,678 Monthly
Plus Excellent Benefits**

Open Until Filled

First Review

Wednesday, March 28, 2007

**Creating Community
through people, parks and
programs**

ABOUT THE POSITION

This position will be under general supervision and will report to the Recreation Area Manager. The Recreation Supervisor will provide professional recreation leadership in planning, organizing and coordinating multiple recreation programs and directly participate in a variety of citywide recreation program activities.



Current vacancy is at the Harding Community Center. Responsibilities include coordinating and supervision of Preschool,

Camps and Teen programs and daily operations of the Pine Modular. Some nights, weekends and holidays are required.

The position will supervise up to 37 part time staff and provide backup for Recreation Area Manager. CPR & First Aide Certificate will be required after hire.

THE DEPARTMENT

The Recreation Department provides diversified recreation facilities and programs for all ages of the population that live, work and play in Carlsbad. The department is responsible for planning future parks sites, operation of current recreation programs and senior activities, including youth and adult sports, special events, instructional classes, facility rentals, aquatics, nutrition and transportation programs.

The Department is organized into Park Planning and Recreation Services with a staff of 33 full-time and up to 200 part-time employees.



THE IDEAL CANDIDATE

- Is a skilled communicator and able to establish positive personal relationships.
- Has a collaborative style and believes in empowerment, mentoring and development of the team members.
- Is flexible and creative in dealing with the needs of the project and the people to resolve issues in a fair and equitable manner.
- Is socially sensitive and possesses a good sense of humor.
- Possesses knowledge and experience in all areas of recreational programming and activities for all age groups.
- Has experience recruiting, supervising and training staff and volunteers.
- Has experience preparing, analyzing and reviewing reports.
- Displays strong leadership abilities in fostering positive attitudes, behaviors and high performance standards among subordinates.
- Models a team-oriented approach to accomplishing the department's mission.
- Has experience working with the community and non-profit organizations and making presentations.
- Has familiarity with computer programs, particularly Microsoft Office programs.

**Our commitment to our citizens is to remain
in touch and focused on the needs and
wants of the Carlsbad community.**

JOB REQUIREMENTS

KNOWLEDGE OF: Philosophy, principles and practices of public recreation programs; Operation and scheduling of a recreation/community center facility; Principles of supervision, training and evaluation.

ABILITY TO: Plan, organize and coordinate the program activities of recreation programs; Supervise a variety of recreational programs and instruct individuals and groups in recreational activities; Communicate clearly and concisely, orally and in writing; Establish and maintain cooperative relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Equivalent to a bachelor's degree from an accredited college or university with major course work in recreation or a related field, and two years of professional experience involving the development and supervision of a variety of recreation programs for all age groups.

SPECIAL REQUIREMENTS:

Must meet State of California Tuberculosis test requirements. If assignment involves working with minors, in accordance with the Health and Safety Code Section 10911.5 (a), cannot have any convictions related to drugs, sexual misconduct, assault or related offenses involving minors; and CA Penal Code Section 11165.9 requires responsibility to report suspected child abuse.



SUPPLEMENTAL QUESTIONNAIRE

Please type your responses on no more than two (2) 8 1/2" x 11" pages. Please respond to each question concisely and include the following statement at the bottom of your questionnaire along with your signature and the date, "I declare the statements on this application and questionnaire are true and complete to the best of my knowledge and belief."

1. Describe your experience working with different age groups (i.e. children, teens, adults, seniors).
2. Describe your experience working with non-profit organizations, community groups, and public speaking.
3. Describe your experience in planning, marketing, organizing and evaluating recreation programs.
4. Describe your experience recruiting, training and supervising full-time, part-time staff and volunteers.
5. Describe your experience with developing and monitoring budgets.

APPLICATION PROCESS

Applications will be reviewed to determine competitive qualifications and timely submission of appropriate information. Applicants considered most qualified will be invited to continue in the selection process. Submit complete applications to:

City of Carlsbad HR Department
1635 Faraday, Carlsbad, CA 92008
Phone (760) 602-2440 Fax (760) 602-8554
E-mail: hr@ci.carlsbad.ca.us
www.carlsbadca.gov/hr

BENEFITS

- 3% @ 60 PERS retirement
- Health benefits (CalPERS) Medical/dental/vision
- Flexible spending account
- Deferred compensation
- Paid holidays, vacation & sick leave
- Life insurance
- Interest-free computer loans

RECREATION DEPARTMENT MISSION STATEMENT

The Carlsbad Recreation Department is committed to building strong community through a broad range of high quality recreation and park services including lifelong learning, safe places to gather and access to trails, parks and open space for all who live, work and recreate in Carlsbad.

CITY MISSION STATEMENT

Our mission is to provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all, who live, work and play in Carlsbad.

The provisions of this bulletin do not constitute an expressed or implied contract. Any of the provisions contained in this announcement may be modified or revoked without notice.

EQUAL OPPORTUNITY EMPLOYER